

Nebraska Crime Commission



APPLICATION INSTRUCTIONS 2013 STATE COUNTY AID ENHANCEMENT (LB 640/193/1014 FUNDS)

**Applications are due in the
Nebraska Crime Commission Office:
Friday, January 4, 2013
by 5:00 p.m. CST**

NO EXCEPTIONS

FAXED COPIES WILL NOT BE ACCEPTED

If you have questions, please contact:
Cindy Gans, Juvenile Justice Federal Aid Administrator
Nebraska Crime Commission
(402) 471-3998
Cindy.Gans@nebraska.gov

In accordance with the Americans with Disabilities Act, the State would like to provide reasonable accommodation with respect to a grant application to persons with disabilities. If you need a reasonable accommodation, please contact the Nebraska Crime Commission, (402) 471-2194 (TDD 800-833-7352).

SUBMISSION INSTRUCTIONS: Please Read Thoroughly

You must submit **all of the following below (Item #1 and Item #2)** by 5:00 p.m. (CST) on Friday, January 4, 2013. Faxed copies will not be accepted.

1. A PDF copy of your application emailed as an attachment to:
teddy.pika@nebraska.gov
2. One original and 2 copies to the Crime Commission:

Submit Applications to Mailing Address:

Nebraska Crime Commission
P.O. Box 94946
Lincoln, NE 68509

Personal Delivery/Overnight:

Nebraska Crime Commission
5th Floor
301 Centennial Mall South
Lincoln, NE 68509

If you have questions, please contact:

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GENERAL APPLICATION INSTRUCTIONS

Amount Available

Funding for County Aid Enhancement grants originate from funds that are not awarded through the 2013 State County Aid Juvenile Justice Grant Program. Any remaining 2013 County Aid funds will be made available on a competitive basis through the County Aid Enhancement Grant Program.

Technical Assistance

A webinar for this grant application is scheduled on **Wednesday, December 5, 2012 from 10:00-11:00 a.m. (CST)**. Participation requires the submission of your email address by Friday, November 30th, 2012. Contact information should be sent to cindy.gans@nebraska.gov or (402) 471-3998.

Eligibility

- **Counties eligible are those that applied for the 2013 State County Aid Juvenile Justice Grant either as a Lead County or a Partnering County.** If two or more counties partner on a single application there must be one county designated as the *Lead County* to receive and disburse grant funds. Counties can contract with private or non-profit agencies to administer programs and services with County Aid Enhancement funds; however, counties cannot require contracted agencies to provide the match. Ultimately, the county or lead county is responsible for all funds and must follow all requirements and contingencies as outlined by the grant.
- A current **Three Year Comprehensive Juvenile Services Plan** must be in place for the county or partnering counties to receive these funds.

Source and Purpose of Funds

In 2008, LB 1014 § 54 was adopted and made funds not distributed to counties under the County Juveniles Service Aid Program retainable by the Nebraska Crime Commission. In addition, this legislative bill mandated that these funds be distributed on a competitive basis under the County Juvenile Service Aid Program.

Projects funded under this *enhancement* grant program are required to:

- Support the priorities outlined in the county/counties *Three Year Comprehensive Juvenile Services Plan*.
- Be a one-time funding request. Ongoing expenses (i.e., staff salary, utilities) will not be funded.
- Enhance and/or expand existing juvenile service programs within the county. Services and/or programs may or may not be funded by current County Aid funds.
- Maintain the same Project Director for the County Aid grant as for the Enhancement project.

Priority will be given to support projects focused on comprehensive community planning efforts. Funds can be used to support a current or temporary position to coordinate and organize planning for the purpose of the *Three Year Comprehensive Juvenile Services Plan*. For example, these funds can be allocated towards additional hours of a current county employee's salary for the purpose of planning.

However, funds cannot be used to supplant existing costs. County's personnel expenses should be reported on the Category A – Personnel budget sheet. If a county chooses to use enhancement funds to hire a consultant for planning then this will be reported on Category B – Consultants and Contracts.

Funding Limitations

- The Nebraska Crime Commission does not allow grant funds to be used for indirect costs.
- Funds are not allowed for construction of any type of youth facilities, capitol construction or lease or acquisition of facilities.
- Funds received by an eligible applicant shall not be used to replace or supplant any funds currently being used to support existing programs for juveniles.

Match

Counties are required to provide a 40% match of the County Aid *Enhancement* allocation. A county can designate the 40% match directly towards the program described in the application or the match can be documented as new or existing expenditures for community based programs or services for juveniles. These expenditures can include but are not limited to costs for detention, out-of-home placements and law enforcement transportation. A county must be able to document all match expenditures and these expenses must be incurred during the project's stated grant period. In-kind match from service providers or other sources are not allowable.

Match for a County Aid *Enhancement* Grant will be in addition to the match required under the 2013 State County Aid Juvenile Justice Grant. A detailed budget narrative clearly identifying and explaining additional match must be provided.

EXAMPLE:

<i>GRANT PROGRAM</i>	<i>AWARD</i>	<i>40% REQUIRED COUNTY MATCH</i>
County Aid	\$20,000	\$8,000
County Aid Enhancement	\$10,000	\$4,000
Total	\$30,000	\$12,000

APPLICATION FORMAT

- APPLICATIONS MUST BE TYPEWRITTEN.
 - **The original must be stapled and 2-hole punched at the top.**
 - The remaining **2** copies must be stapled in the upper left hand corner (2-hole punch **not** required).
 - The completed application must be sent in PDF format to teddy.pika@nebraska.gov
- If the applicant re-creates the application on their computer, the application format and layout is to be exactly (word for word and design) as the Nebraska Crime Commission's official application. The application and instructions may change from year to year.
- Do not include cover letters or cover pages.
- Do not put applications in folders.
- Charts and/or graphs must be in black and white on 8 ½ x 11 paper.
- Application must be single spaced, 1" margins on top, bottom, left and right, 12 point font, and all pages numbered.
- Additional information in the form of Appendixes will not be accepted.
- Adhere to the page limits listed for each section of the application.
- Sources of data and/or statistics must be cited immediately following the information or under the graph/chart etc.
- The **2** copies of the application may be double sided; **the original must be single sided.**

SUBMISSION OF APPLICATION

Submit 1 original, 2 copies and 1 PDF of the application.

Deadline: Friday, January 4, 2013 by 5:00 p.m. CST. The original application, 2 copies and PDF copy must physically be in the Nebraska Crime Commission office by this deadline. The Nebraska Crime Commission will not be held responsible for late applications due to mail service issues.

Submit to: Nebraska Commission on Law Enforcement and Criminal Justice
301 Centennial Mall South, 5th floor
P.O. Box 94946
Lincoln, Nebraska 68509-4946

The Crime Commission is located on the 5th floor of the Nebraska State Office building at 14th and M streets. In the case of severe weather, contact the Nebraska Crime Commission office prior to attempting to deliver your application.

GRANT APPROVAL TIME LINE

31	Oct	2012	Grant Announcement
5	Dec	2012	Grant Application Webinar
4	Jan	2013	Application Due Date
6	Feb	2013	Initial Staff Review of Applications
22	Mar	2013	Nebraska Coalition for Juvenile Justice review of Applications
	May	2013	Nebraska Crime Commission Approves Grants
	June	2013	Applicant Responds to Contingencies
	June	2013	Applicant Completes and Returns Grant Award and Special Conditions
1	July	2013	Grant Projects Begin

GRANT COMMENCEMENT AND DURATION

Nebraska Crime Commission requires that funded projects be implemented within 30 days from the start date listed on the Grant Award or other date specified by the grant administrator. A subgrantee's failure to implement a project within this time frame, or time frame agreed upon by the grant administrator, may result in the loss of grant funds. All grant correspondence will be sent to the individual listed as the *Project Director* on the application information page.

Project period for awarded grants will be **July 1, 2013 – June 30, 2014**, unless otherwise approved by the grant administrator.

Awarded applicants will be notified of Grant Management Training. Those required to attend are new projects, subgrantees who have not attended GMT since 2010 and subgrantee's new project personnel (Project Director, Project Coordinator and Fiscal Officer). Awarded applicants are required to submit timely quarterly reports on activities and expenditure of funds. Failure to do so may jeopardize grant funds.

SPECIFIC SECTION INSTRUCTIONS

Section I: Applicant Information

Lead County is the county acting as the applicant. If a group of counties are pooling their funds, only one county can be designated as the Lead County.

Federal I.D. number must be for the county serving as the applicant or Lead County.

Project Director is the individual who will serve as the main point of contact and will receive all grant correspondence. It is recommended that the same person not be both the Project Director and Project Coordinator. For Enhancement grants the Project Director must be the same individual that is identified as the Project Director on the 2013 County Aid Grant.

Fiscal Officer can only be the Lead County's Fiscal Officer and cannot be the Project Director or Project Coordinator.

Authorized Official is the chairperson of the Lead County's board.

Section II: Budget Summary

For complete instructions on all budget sheets please refer to the 2013 State County Aid Juvenile Justice Grant Application Instructions.

- Do not complete a narrative for the Budget Summary page.
- Projects only requesting enhancement funds for the purchase of equipment (i.e., computer, recreational equipment) need only complete the Category E – Equipment sheet and Equipment Narrative. The narrative must provide a detailed justification for the use of funds to purchase equipment and how it will enhance the provision of juvenile services. Equipment is considered those items costing \$300 or over. Any items under \$300 should be considered a supply and reported as such.
- Personnel (Category A – Personnel) are only those positions hired directly by the county with County Aid funds.
- Consultants and Contracts are for programs/services contracted out to individuals or agencies. **If the county does not directly operate the program, but relies on a non-profit or other entity to run the entire program, the whole budget is shown as a contract. There must be a current legal contract on file between the county (lead) and the contractor. IMPORTANT - the county is still fiscally responsible and must insure all funds are spent properly by any contracted programs/services.**
- Program related travel for personnel hired by the county and paid with County Aid funds should be shown on Category C – Travel Expenses page. Travel by a contracted agency should be reported as a lump sum under Category B – Consultants and Contracts as a Travel Expense.
- Category D – Supplies and Operating Expenses is for programs operated directly by the county. Supplies and operating expenses for a contracted agency are reported under Category B – Consultants and Contracts. Nebraska Crime Commission does not allow grant

funds to be used for indirect operating costs. For example, a percentage of existing costs for rent payments, utilities, maintenance, and bookkeeping.

- Counties contributing the required match directly to the proposed program should show the match in the appropriate categories. Counties showing match as current county juvenile expenditures should show the match in the “Other” category.
- Budget narratives are required for all areas in which funds and match are reported.

Section III: Proposed Project

Provide a brief description of the proposed project.

Section IV: Memorandums of Understanding

For counties applying as a group, submit a current copy of a MOU signed by each participating county’s board chair confirming their commitment to the joint project(s) proposed in this application.

Section V: Required Forms

Read all required forms carefully and have them signed by the authorized official (county board chair or if submitting for multiple counties the lead county’s board chair) for the grant application.